

# Residential Application Form

For your application to be processed you must answer all questions (including the reverse side) and attach 100 points of identification



## A. AGENT DETAILS

**Name :** Cardem Property Group

**Post :** PO Box 53 Edensor Park NSW 2176

**Phone:** 02 8750 5803

**email:** info@cardem.com.au

**website:** cardem.com.au

## B. PROPERTY DETAILS

### 1. What is the address of the property you would like to rent?

		Postcode

### 2. Lease commencement date?

	Day		Month		Year
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### 3. Lease term?

	Years		Months
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### 4. How many tenants will occupy the property?

	Adults		Children		Ages of Children
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## C. PERSONAL DETAILS

### 5. Please give us your details

Mr  Ms  Miss  Mrs  Other

Surname

Given name/s

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

### 6. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

### 7. What is your current address?

Postcode

## D. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees and employer/s
- (c) Any record listing or database of defaults by tenants such as NDT, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting:

NTD: 1300 563 826  
TICA: 1902 220 346  
TRA: (02) 9363 9244

If I default under the rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)

I am aware that if the information is not provided or I do not consent to the uses to which personal information is put, The Agent cannot provide me with the lease/tenancy of the premises.

Signature of The Applicant

X

Date

/ /

## F. APPLICANT HISTORY

### 8. How long have you lived at your current address?

	Years		Months
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### 9. Why are you leaving this address?

### 10. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent

\$

### 11. What was your previous residential address?

Postcode

### 12. How long did you live at this address?

	Years		Months
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### 13. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent

\$

Was bond refunded in full?

If not why not?

**F. EMPLOYMENT HISTORY****14. Please provide your employment details**

What is your occupation?

What is the nature of your employment?

 Full Time  Part Time  Casual  Unemployed

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

  

Postcode

Contact name

Phone no.

Length of employment

Years

Months

Net Income

Other Income: Centrelink/Child Support

Net Income

**15. Please provide your previous employment details**

Occupation?

Employer's name

Length of employment

Years

Months

Net Income

**G. CONTACTS / REFERENCES****16. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

**17. Please provide 2 personal references (not related to you)**

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

**H. OTHER INFORMATION****18. Car Registration****19. Please provide details of any pets**

Breed/type

Council registration / number

**PLEASE NOTE**

A Bond equivalent to 4 weeks rent must be paid on or before Lease signing and 2 weeks rent in advance less deposit.

Keys will not be handed to over until ALL lease holders have signed the lease agreement and associated paperwork. Please allow up to an hour for the lease signing appointment.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

**PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE**Driver's Licence / Passport / Photo ID Rental Ledger / Written Reference Council or Water rates to prove ownership Copy of Mobile Phone Account / Utility bill Bank Statement **OFFICE USE ONLY****Property Rental**

per week

per month